

## PHD Completion Information

In addition to your approved certification form, the Grad School website and the Department of Soil Science websites below are your best friends. Visit them early and often!

Grad School:

- [Completing Your Degree](http://grad.wisc.edu/currentstudents/degree/) (<http://grad.wisc.edu/currentstudents/degree/>)
- [Guide to Preparing Your Doctoral Dissertation](http://grad.wisc.edu/currentstudents/doctoralguide) (<http://grad.wisc.edu/currentstudents/doctoralguide>)
- [Degree Deadlines](http://grad.wisc.edu/currentstudents/degreedeadlines/) (<http://grad.wisc.edu/currentstudents/degreedeadlines/>)

Department of Soil Science Requirements and Forms (bottom of page):

- <http://soils.wisc.edu/academics/graduate-program/>

### Warrant Request (Ph.D. Final Oral Committee Approval Form)

At least 3 weeks before your exam (or by the Grad School deadline), contact the student services coordinator with the following information (e-mail preferred):

1. Name
2. Date
3. Time
4. Thesis title
5. Committee members
6. What ASA/CSSA/SSSA division your thesis most closely relates to (see list on pg. 3).

The student services coordinator will reserve Soils 357 for the presentation and the Soils Conference Room 253 for the examination, pending availability. If you would prefer a different location, please include that information in the e-mail.

There are specific deadlines regarding when you must request your warrant and deposit. Please see the Grad School website link above for those dates.

### Window Period

The Window Period is the time between the end of one degree period and the beginning of the next. If you were registered for the previous semester, and meet all degree requirements by the end of the window period, your degree will be granted in the following semester, but you will not have to register or pay fees for that next semester.

### Day of the Exam

Before your presentation (on the day of your exam or the day prior if your exam is before 9 a.m.), retrieve your blue exam folder from the student services coordinator. Provide this folder to your advisor or a committee member before you present. The contents of the folder are as follows:

1. Warrant
2. Examination evaluation sheets for each committee member
3. Copies of approved certification form
4. Copies of transcript

You or your advisor will must return this folder once all forms are complete. If there will be a delay of more than a week or you did not pass, you or your advisor must notify the student services coordinator.

### Preparing and Depositing Your Dissertation

Deposition of your dissertation is required of all Soil Science graduate students. This is now done electronically. Follow the Graduate School's "[Guide to Preparing Your Doctoral Dissertation](#)" (link above).

- Use the Guide when preparing your dissertation (including format requirements).

- To answer specific format questions (for example, use of tables, graphs, and charts), the Grad School has set aside 9:00-9:30 a.m. Monday-Thursday and 12:30-1:00 p.m. Fridays for Prechecks. You may bring in eight to ten pages to be reviewed. You do not need an appointment – just come to Room 217 Bascom Hall with samples in hand. Carol Duffy can also answer questions regarding dissertation preparation.
- After you submit your dissertation, you will not be permitted to make any additional corrections. Therefore, make sure the document or PDF is completely accurate before you submit.
- A PDF of your dissertation must also be provided to the department. E-mail submission to the student services coordinator is preferred. This should be in the final, submitted form.
- Check with your advisor that they have submitted a grade of S for SS990 for the term in which you deposit.

### **Graduate School Final Review**

After submitting your dissertation at the ETD Administrator website, contact the Grad School at 608-262-2433 to make an appointment for your final review. Appointment times fill quickly during the two to three weeks before any degree deadline, so call immediately after defending and depositing. Reviews normally take about 15 minutes. You will need to bring the following to 217 Bascom Hall for your final review:

- **Warrant** – Your committee must be identical to the one approved on the Ph.D. Final Oral Committee Approval Form. The signed warrant is typically held by the student services coordinator following the defense until you are ready to deposit. If you will be depositing within days of the defense, the student or advisor may retain the warrant, but a photocopy of the signed warrant must be submitted to the student services coordinator.
- **Survey of Earned Doctorates (SED) certificate of completion** – To complete the SED online, go to <https://survey.norc.org/doctorate> and provide basic information including your email address. You will then receive an email with a unique PIN and password. Access the SED survey site using the URL, PIN, and password sent to you. Complete the survey. You must advance past the certificate of completions screen, in order to submit the survey. Print and bring the certificate of completion to your final review.
- **Graduate School's Doctoral Exit Survey (DES) certificate of completion** – To complete the DES, go to [https://uwmadison.qualtrics.com/SE/?SID=SV\\_cCPVoJrkzHGvTh3](https://uwmadison.qualtrics.com/SE/?SID=SV_cCPVoJrkzHGvTh3) . Enter your name as it appears in university records and student ID number (10 digits). At the end of the survey, there is a survey completion screen. Please print and bring the certificate of completion to your final review. If you have problems accessing the survey, please contact [gspd@grad.wisc.edu](mailto:gspd@grad.wisc.edu) and include your name and student ID number.

### **Binding Your Thesis**

You are required to provide the department with a bound copy of your thesis for our departmental library. You may choose to use ProQuest/UMI, the department's contract vendor, or any other service. The cover must be black with gold lettering on the spine indicating name, degree (PHD), and year. If you choose to use the department contract vendor, please supply the printed copies of the thesis with a sheet of colored paper between each copy. The student services coordinator will send these to the vendor. When they arrive, you will be notified of their arrival and the cost (currently \$7.50 each plus shipping for 2014-2015). Payment can be made with cash or check.

### **Preparing For Commencement**

Notification of intent to participate in the commencement ceremony must be made early in the semester to accommodate printing of the program. An e-mail with graduation details will be sent out to all graduate students each semester. Go to your MyUW Student Center and complete the "Apply to Graduate" section. In addition, your warrant must be submitted by the deadline (typically in early November and April) posted at the link above. This may be much earlier than the 3 weeks deadline listed in the "Warrant Request" section above. For more information, visit <http://commencement.wisc.edu/>.

Note: Participation in commencement does not mean you have graduated. You must complete all degree requirements and deposit your thesis.

### **Transcript/Diploma/Certification of Graduation**

The Registrar posts degrees on official transcripts approximately 4-6 weeks after the end of the semester. You can order transcripts at the Office of the Registrar. Approximately 12 weeks after degree conferral, the Registrar will send your diploma to your DIPLOMA address. Update your diploma address via My-UW prior to leaving campus. Before your degree is posted on your final transcript and your diploma is available, you can request a Certification of Graduation letter from the Registrar about two weeks after the end of the session (or sooner if you complete early in the semester, all requirements are cleared, and all grades for the final term are submitted).

### **ASA/CSSA/SSSA Divisions**

(Please see the [ASA/CSSA/SSSA](#) websites for the most up-to-date list of divisions)

#### American Society of Agronomy (ASA) Divisions

- Agronomic Production Systems
- Biometry and Statistical Computing
- Climatology and Modeling
- Education and Extension
- Environmental Quality
- Global Agronomy
- Land Management and Conservation

#### Crop Science Society of America (CSSA) Divisions

- C01 - Crop Breeding and Genetics
- C02 - Crop Physiology and Metabolism
- C03 - Crop Ecology, Management & Quality
- C04 - Seed Physiology, Production & Technology
- C05 - Turfgrass Science
- C06 - Forage and Grazinglands
- C07 - Genomics, Molecular Genetics, and Biotechnology
- C08 - Plant Genetic Resources
- C09 - Biomedical, Health-Beneficial, and Nutritionally Enhanced Plants

#### Soil Science Society of America (SSSA) Divisions

- Soil Physics and Hydrology
- Soil Chemistry
- Soil Mineralogy
- Soil Biology & Biochemistry
- Soil Pedology
- Soil Fertility & Plant Nutrition
- Nutrient Management & Soil & Plant Analysis
- Soil & Water Management & Conservation
- Soil and Environmental Quality
- Wetland Soils
- Urban and Anthropogenic Soils
- Forest, Range and Wildland Soils
- Consulting Soil Scientists
- Soil Education and Outreach

## **PHD Completion Checklist**

- “Apply to Graduate” in MyUW Student Center
- Warrant requested (at least 3 weeks before defense)
- Dissertation prepared
- Exam folder obtained before presentation
- Presentation and Exam
- Exam folder returned with signed warrant and exam evaluations (may be done by advisor)
  - Email if it will be more than a week or if you did not pass
- Corrections to dissertation complete
- Submit electronically at ETD Administrator website
- Call Grad School for Final Review appointment 262-2433
- Complete SED and Print
- Complete DES and Print
- Pick up warrant
- Grad School Final Review – bring warrant, SED, and DES
- Check with advisor that they assigned a grade of S for SS990 for final semester
- PDF of thesis e-mailed to dept.
- Binding – Order online with Proquest/UMI, an outside vendor, or deliver dissertation copies to dept. to send to bindery